



CITY OF DOVER

McCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820
Room 323
Meeting Date: Monday, July 28, 2014
Meeting Time: **7:00pm**

DRAFT

CALL TO ORDER: Judy Zalansky (Chair) called the meeting to order at 7:00 pm

ROLL CALL:

Members Present: Doug DeDe, Vice-Chair; Steve Pruyne; Cora Quisumbing-King; Judy Zalansky, Chair; Gary Bannon, Administrator

Members Absent: Gretchen Bean; Bob Carrier, City Council Liaison; Liz Comeau; Joe Tenuta, Rec Advisory Board

APPROVAL OF MINUTES:

Doug DeDe made motion to accept the June 23, 2014 minutes as presented. Motion seconded by Cora Quisumbing-King. Motion passed unanimously.

CITIZENS FORUM:

None

REPORTS:

Staff Report: Gary Bannon:

Building: Still in summer schedule mode. Things are much quieter at this time but there are still group meetings being held and tenant activities. The building controls and temps have been pretty consistent. Trouble shooting can now be done within the building. Bert monitors daily. Next month will start transitioning to fall programing. The gym will be shut down one week for annual maintenance; refinish gym floor, painting, etc. Building will be open and function as normal.

Tenants Collaborative: Steve Pruyne

No meeting. Summer break

Financial Report: Gary Bannon

None

OLD BUSINESS

Tenant Space Marketing Discussion: Gary Bannon

Marketing option of advertising open space we are moving forward with Collier. Gary Bannon met with David Choate who is reworking agreement and viewed all spaces available with him. There was already interest, before David Choate showed up, in space that was occupied by UNH/BeFree Church. A current tenant, Community Partners, wants to expand, mostly for job



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education training. If rental moves forward, David Choate/Collier will not receive a commission as rental was in process before coming aboard.

Easter Seals Lease Changes: Gary Bannon

Was hoping to have draft of contract for viewing but not available yet. There is a change in organization for Easter Seals, still a tenant, but subleasing to Patti Rawding-Anderson the new organization who is trying to become non-profit. Easter Seals will be umbrella as long as still non-profit. The Easter Seals Contract ends in November but is looking to extend to cover terms of the sublet. Rooms 302A, 309, 280 square feet and 325 square feet, will not be needed for the sublet and will be listed with Collier for leasing.

NEW BUSINESS

Stained Glass Window Installation Status: Gary Bannon

Reinstallation of windows is scheduled the week of August 11th, three day project.

Cook and Baker Status Discussion: Gary Bannon

Gary requested for executive session.

Doug DeDe made motion to go to executive session. Motion seconded by Cora Quisumbing-King. Motion passes unanimously.

Back in regular meeting

Cleaning Company, Capital Contractors: Gary Bannon

Gary is to meet with custodial supervisor tomorrow morning. They are on six month probation period to improve starting July 1st. Capital mentioned about subbing out some of the duties to another vendor which causes concerns as we don't know who is doing the work. Gary Bannon, Cocheco Falls has folded/down sized janitorial operations as we there major contract. They have a new business model.

Judy Zalansky will send e-mail to Joe Tenuta and Liz Comeau and find out what is going on with attendance.

Next meeting August 25th

ADJOURN:

Doug DeDe made motion to adjourn. Motion seconded by Cora Quisumbing-King. Motion passed unanimously. Time adjourned was 7:16pm.